

**REGULAR MEETING  
BOARD OF DIRECTORS**

**COUNCIL OF UNIT OWNERS OF MUTUAL 14  
Thursday, March 21, 2013**

**Pursuant to notice previously given, a Regular Meeting of the Board of Directors of the Council of Unit Owners of Mutual 14 – Condominium of Rossmoor, Inc. was held in the Sullivan Room of the Administration Building, on Thursday, March 21, 2013 at 1:30 P.M.**

**Directors Present: Richard Bambach, President; Jacqueline Rabinow, Vice President; Agnes Glass, Secretary; Ann Graham, Treasurer; James Moores, Linda O’Neil, John Radcliffe, Director**

**For Management: Kevin Flannery, General Manager; Gloria Robar, Mutual Assistant**

**Visitors: William Buck, Carol Emel, Sharon Moores, Kathy Viney**

- 1. Call to Order – Mr. Bambach called the meeting to order at 1:30 P.M.**
- 2. Welcome Visitors – Mr. Bambach welcomed William Buck, Carol Emel, Sharon Moores and Kathy Viney to the meeting.**
- 3. General Manager’s Report – Kevin Flannery, General Manager, presented the General Manager’s Report for March 2013. All questions and comments were responded to by Mr. Flannery.**
- 4. Adoption of Agenda – The agenda was approved as amended. Add:  
9. Unfinished Business – add...E. Ad Hoc Committee-Outsourcing.  
10. New Business – add...B. Miscellany-(1) Non Resident Abandoned Vehicle.**
- 5. Approval of Minutes – The minutes of February 21, 2013 were approved as presented. Note: Suggested changes were made to the Mutual 14 PMC Minutes of March 7, 2013 which was presented as a report by Bill Buck, Co-Chair of the PM Committee.**
- 6. President’s Comments – There were no comments at this time.**
- 7. Reports: Officers’/Committee Chairs –**

**A. Secretary's Report – Glass-**

**(1) Status Report – (attachment 1)– Copies of the report were provided to the Board and reviewed by Mrs. Glass. (a) Three units are currently on active listing and there are twelve vacant units in the Mutual.**

**B. Treasurer's Report – Graham – The current financial statements were reviewed by Ms. Graham and the financial status of Mutual 14 continues to remain in a positive posture. It was noted that there are two (2) CDs maturing in June 2013 – Several maintenance projects are being planned for the summer and cash will be needed to pay for these projects. Therefore, it was suggested that the two CDs not be renewed but be transferred into the Operating Fund.**

**(1) AR Status Report – Copies of the status report were provided to the Board and reviewed by Ms. Graham. After discussion,**

**Upon motion duly made by Ann Graham, the Board agreed,**

**To seek legal counsel for the purpose of recouping overdue condominium fees from: Account #14104 – Herschel Lowe, 10233 Southard Drive, Beltsville, MD 20705. Account #14115 – Scott Swanson, 3065 Raintree Road, York, PA 17404-9675.**

**Resolution #129, 3/21/13**

**Note: Mr. Radcliffe volunteered to obtain legal information necessary for the recouping of overdue condominium fees and will provide a report to the Board at the April meeting.**

**(2) Invoices – Copies of the List of Invoices under \$1,000 were provided to the Board and reviewed by Ms. Graham.**

**Upon motion duly made by Ann Graham, the Board agreed,**

**To approve the payment of the invoices on the List of Invoices, (under \$1,000), from February 22, 2013 through March 21, 2013 in the amount of \$1,846.73.**

**Resolution #124, 3/21/13**

**To approve the reimbursement of \$267.06 to Linda O'Neil for the purchase of four (4) bookcases and replenishing of flowers for the enhancement of the apartment buildings.**

**Resolution #125, 3/21/13**

To approve the payment of \$4, 093.50 to LWMC for the Smoke Detector Battery Replacement project in Mutual 14. Invoice #:2361 – Invoice Date: 2/28/13.

Resolution #126, 3/21/13

To approve the Insurance Claim in the amount of \$851.92 to A&A Water/Fire Damage Restoration – Invoice #:3442 – Invoice Date: 3/5/12 – Date of Occurrence: 2/28/13 – Water line in furnace room burst and leaked into the next unit #17-1A. Event occurred @ 3511 Forest Edge Drive, #17-1B (Guessford).

Resolution #127, 3/21/13

To approve the payment of \$3,296.00 to Councilor Buchanan Mitchell, CPAs – Invoice #: 143777 – Invoice Date: 3/12/13 – For professional services rendered through February 28, 2013 in connection with Mutual 14’s audit for year ending December 31, 2012.

Resolution #128, 3/21/13

C. Property Maintenance Committee – Buck – Mr. Buck’s report included:

(1) ABM-Grossheim-Kitchen Renovation – After discussion,

Upon motion duly made by John Radcliffe, the Board agreed,

To approve the ABM submitted by Jo Grossheim, for the kitchen and bar area renovation @ 15111 Glade Drive, #12-3G.

Resolution #130, 3/21/13

(2) Emel Request – Reimbursement for Concrete Work – After an in depth discussion,

Upon motion duly made by Richard Bambach,

That the Mutual 14 Board of Directors reimburse Carol Emel the amount of \$3,500 for the original concrete work done at 15129 Vantage Hill Road, #6-A.

Resolution #131, 3/21/13

By a vote of 5 Nays, 2 Ayes – Motion failed.

(3) Property Maintenance Reimbursements – After discussion,

Upon motion duly made by Ann Graham, the Board agreed,

Hereafter, all requests for property maintenance reimbursements be fully prepared, clearly defined and submitted within 2 years of the expenditure.

**Resolution #132, 3/21/12**

**(4) Clay Kenny Roofing Project Proposal – After discussion,**

**Upon motion duly made by John Radcliffe, the Board agreed,**

**To accept the Clay Kenny Home Improvement Proposal for the roofing project of Buildings #13 & #14, to include the carports at a cost not to exceed \$56,360 (without tear off) per building.**

**Resolution #133, 3/21/13**

**Upon motion duly made by Richard Bambach, the Board agreed,**

**To rescind Resolution #133, and substitute and then to restate the motion to read Buildings #12 and #13.**

**Resolution #134, 3/21/13**

**To accept the Clay Kenny Home Improvement Proposal for the roofing project of Buildings #12 & #13, to include the carports at a cost not to exceed \$56,360 (without tear off) per building.**

**Resolution #135, 3/21/13**

**Upon motion duly made by Ann Graham, the Board agreed,**

**To approve in principle the Clay Kenny Proposal for the Gutter and Downspout Project at Buildings #12 & #13 to include the carports; Board approval to be released upon receipt of an estimate of supervisory charges from PPD.**

**Resolution #136, 3/21/13**

**Upon motion duly made by Ann Graham, the Board agreed,**

**To agree to withhold action and the start date of the Clay Kenny Roofing Project for Buildings #12 & #13, to include the carports; until receipt of an estimate of supervisory charges from PPD.**

**Resolution #137, 3/21/12**

**Upon motion duly made by John Radcliffe, the Board agreed,**

**To agree to accept the Clay Kenny Proposal for the installation of vinyl siding at Buildings #10, #11, #12, and #13 not to exceed the cost of \$13,915 per building for a total of \$55,660; Board approval to be released upon receipt of an estimate of supervisory charges from PPD.**

**Resolution #138, 3/21/13**

- (5) **PMC Recommendations** – It was suggested that after the PMC meeting and before the Board meeting, the PMC Chair and the Mutual President should get together and frame motions for inclusion in the Board’s agenda packet.
- D. **Advisory Committee – Glass** – Mrs. Glass’ report included: (1) No meeting in March. (2) Resignation of Dorothy Powers – Building #13 Representative. (3) Concerns regarding residents with special issues.
- E. **Landscape Committee – Moores** – Mrs. Moores’ report included:  
 (1) Walk through Property on 4/8/13.  
 (2) Cigarette Butt Issue – Buildings #17, #15, #14.  
 (3) Remove aging trees.  
 (4) Pet Receptacle by Bldgs. #16 & #11- moved for easier access for all residents/flowers planted.  
 (5) 1<sup>st</sup> floor tenants – responsible for 4 feet out from unit/letters to be sent to tenants to clean area.  
 (6) Mutual responsible for maintenance of benches on property.
- F. **Social Committee – Moores** – Mrs. Moores’ report included:  
 (1) 73 residents attended March 20, 2013 Social. (2) Reserved room for the Annual Meeting Social Hour in Clubhouse II. (3) Next Event: Picnic-May 22, 2013.
8. **Grapevine** – Currently, items for publication in the Grapevine are to be forwarded to Mr. Bambach.
9. **Unfinished Business** –
- A. **Pet Policy**- Linda O’Neil reported that information may be legally obtained to check if pets are licensed and tagged.  
 After discussion,  
  
 Upon motion duly made by Ann Graham, the Board agreed,  
  
 To adopt the Leisure World Mutual 14 Pet Policy and Procedures, dated March 21, 2013, to replace the prior Pet Policy.  
Resolution #139, 3/21/13
- B. **Ad Hoc Rental Committee Report** -There was no report at this time.
- C. **Website Update-(attachment 2)** – Copies of the update were provided to the Board.
- D. **Annual Meeting-4/25/13-3:00 P.M.-CH II** – Social Hour at 2:00 P.M.

- E. **Ad Hoc Committee-Outsourcing** – Mr. Moores reported on the difference in charges between Bostic & Sons and PPD/will provide estimates.
10. **New Business** –
- A. **ABM Approval Process** - after discussion,
- Upon motion duly made by John Radcliffe, the Board agreed,
- To modify the ABM Process for interior work only, that upon approval by PPD, that the Mutual 14 PMC Chair and the Mutual 14 President be allowed to approve ABMs without Committee and Board meetings.
- Resolution #140, 3/21/13**
- B. **Miscellany-**
- (1) **Non Resident Car** – Abandoned car with North Carolina plates/parked in front of Building #14. Security was contacted and the County Police removed the plates.
- Upon motion duly made by Ann Graham, the Board agreed,
- To proceed with the process to have the abandoned vehicle parked in front of Building #14 towed.
- Resolution #141, 3/21/13**
11. **LWCC BOD Report** –
- A. **LWCC Advisory Committees**
- (1) **Budget & Finance-Graham-** There was no report at this time.
- (2) **Education & Recreation-Leanza- (attachment 3)-** The E&R Report is attached to the agenda.
- (3) **Golf & Greens-Graham-** There was no report at this time.
- (4) **Restaurant – Moores-** Mr. Moores reported that \$15,000 has been approved for modifications of the restaurant rooms.
12. **Open Forum** – Kathy Viney – Board Members were ready to leave before the Open Forum segment/created negative impression.

13. **Next Meeting – Thursday, April 18, 2013 – 1:30 P.M. – Sullivan Room**
14. **Adjournment – The meeting adjourned at 5:05 P.M.**

**Richard Bambach, President**

**Agnes Glass, Secretary**